

CLERK STENOGRAPHER

General Statement of Duties: Under supervision, performs a variety of complex stenographic and typing tasks; does related work as required.

Distinguishing Features of the Class: An employee of this class is responsible for varied clerical work requiring the incumbent to exercise independent judgment in the application of the City's policies and procedures. Incumbent may supervise or review work of other workers in the department. The work of this class is distinguished from that of clerk typist in that it requires extensive use of stenographic skills.

Examples of Work: (Illustrative only)

- Takes and transcribes dictation of correspondence, memoranda, reports, statistical tabulation and other materials;
- Takes and prepares minutes of departmental meetings;
- Maintains attendance, vacation, and pay records of employees;
- Prepares payroll, taking the required deductions and making computations involved;
- Operates adding machine, calculator, photo copier and other office machines;
- Prepares and processes vouchers, requisition forms, purchase orders, and invoice forms;
- Organizes and maintains complex files, controls records and index files;
- Researches, compiles and computes data;
- Maintains departmental personnel reports;
- Furnishes the public with general information and advice in regards to the City's policies and procedures;
- Serves as receptionist, directing visitors and callers to proper person or department;
- Reviews and/or supervises work of subordinate personnel as required.

Required Knowledge, Skills, and Abilities: Good knowledge of modern office practices and procedures, business English and Arithmetic, knowledge of simple bookkeeping and accounting principles; ability to proficiently operate a typewriter; ability to take and transcribe dictation accurately; ability to work independently; ability to make mathematical computations; ability to effectively communicate both orally and in writing with the public, other agencies, and staff; ability to establish and maintain effective working relationships with law enforcement personnel.

Acceptable Experience and Training: prefer completion of a standard high school course with one year's education or experience in general clerical work that involved taking and transcribing dictation or an equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements: Because the Civil Service list for Clerk Stenographer is used to fill vacancies in the Police department, it is imperative that eligible candidates be of good moral character.

- Good Moral Character - A person of good moral character is one who has not been convicted of any felony involving moral turpitude as an adult;
- has not been a habitual violator of State laws or city ordinances where such violations have brought numerous police contacts with this agency;
- a juvenile who has not had two or more felony convictions and/or has not been committed to a juvenile institution or State reformatory; (Exceptions: If a minor has not served time in a juvenile institution and has not been convicted of a felony for the past two years, the Chief of Police may determine that person (s) to be of good moral character.)
- Moral Turpitude-for the purpose of this policy, moral turpitude shall be a characteristic to be inferred from any act of dishonesty, corruption or immorality.